

Gardus

old order repaired

Botanic Gardens,
Singapore.

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Rules for the guidance of the
Chief Mandore.

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Rules for the guidance of the Chief
Mandore - Botanic Gardens. Singapore Jan. 1895

Chief Mandore's
name (Rasip)

The Chief Mandore's hours of duty are from
6 am. to 11 am. & from 1. pm to 5.30. pm.
Duties — His duty the first thing in the morning
is to call the roll — & check off against the name
of all present; recording those that are absent
he will furnish me with a list of men's names
who are absent — with the reason for such absence
— He will be in charge of all stores — & keep
the key of the outer store. he will be responsible
that the stores are kept in proper order. —
He must receive all stores. such as timber
bricks, sand, etc. & check them with the
Indan to see that they are correct. inferior
articles must be rejected & put on one side
for my inspection.

He will be in charge of all plants in pots
& the propagation department generally
& it will be his duty to see that the stock
of plants is kept up to the proper number.
All packing will be done under his
supervision.

An important part of his duty will be
to see that every plant as far as practicable
is properly labelled. There can be no excuse
for plants not labelled.

He has no jurisdiction over the outside
Mandore except when they are working
together. When of course he will take charge.

Rules for the guidance of the mandore in charge
of the outside works in the Botanic Gardens—

January 1895

The hours of duty are from 6 am. to 11 am. &
from 1 p.m. to 5.30 p.m.

He will attend at the roll call with his men & see
that they take from the store the tools baskets etc
they require—.

He will then visit each section & see that the men
do their proper work given out to them. He must
then await my coming & report anything con-
cerning the work. As a rule I shall endeavor
to go round with the mandore & give such
instructions as may be necessary. & it will be the
mandore's duty to see that these instructions are
promptly obeyed. obeyed

His chief & most important duties are
to see that each man does a fair days work
to carry out at once all orders given to him
to be ^{smart} prompt & intelligent

He will have nothing to do with seeds & pot-plants
except in case of flower seeds for the beds.

He will be in charge of the big nursery & must keep
all plants in stock to the proper amounts— and he
must be particularly careful to see that all tools etc
are returned to the store at night— Any tool found in the
gardens after the men have left off work, will render
the mandore and the man who is left it liable to a

1st

2nd

3rd

Nov. 1873
Rules for the Mandore & Keburus
Employed on the Govt. House Domain

Mandore's Duties

I It will be the duty of the Mandore to keep a "Time book" with a list of the Keburus names in it. At 6 a.m. & after he will call the roll, marking off those that are present, & recording any one that is absent.

II As soon as the Keburus have been called at 6 a.m. the Mandore should visit each division of his men in turn. i.e. the Plant House & Nurseries - the flower garden Keburus, the mowers & sweepers, & those employed on general work; to each band he should roughly sketch out the work for the day. As a rule this work should be finished by 8 a.m. The Mandore will then be ready to specially supervise any particular work, such as re-arranging the plants in the various rooms of Govt. House, attending to flower decoration, potting & tubbing plants & general nursery & propagating work. In all cases however the Mandore should never allow more than two hours to pass without revisiting his different bands of men & checking their work.

III Any irregularities or complaints should

be reported to the Director or Asst. Supt. at the time of their next visit, any matter of urgency should at once be reported by special messengers.

II The Mandore has no power to dismiss or take on a man without first obtaining authority.

III The Mandore & Kebums while being under the direct control of the Director, must, if asked to do so, obey any order given them by the first official residing at Fort Bruce & Bangalore 1 & 2. - such orders in of course be reported.

IV The working hours are from 6. am to 11 am & from 1. pm. to 5. 30 pm. The Mandore & Kebums must not absent themselves between those hours without leave.

The Mandore will be responsible for all tools, & their efficient repair. he will also see to the cleanliness of the ^{costly} quarters & allow no one to live in the quarters ^{but the} ~~who~~ ^{employees & their wives & children} ~~is not an employee~~

III The Mandore will keep a diary in which he will record daily operations. Record Order given him by the Director & Asst. Supt. This will be utilised weekly by the Director.

RULES FOR FOREST POLICE.

WORK.

1. The working hours are from 7 *a.m.* to 3 *p.m.* daily, Sundays excepted.
2. The Corporal and his men must return to their respective stations before 3 *p.m.*, otherwise they will be considered as being absent.
3. It is the duty of the Corporal and his men to collect and preserve specimens of all *trees, shrubs* and other plants when in *flower* or *fruit*, and also to collect all *good timber seeds*.
4. It will be the duty of the Corporal to write the report of each day's work in the *Report Book* on arrival from duty, every day.
5. Weekly reports of work are to be furnished by Corporals from their respective stations once a week (Saturday).

FIRES.

1. In cases of *fire* occurring within the Forest Reserves, the duty of the Corporal and his men is at once to do their very utmost in extinguishing the *fire*.
2. They must also, without delay, fully investigate the matter with a view to the arrest of any one known or suspected of having caused the *fire*.
3. Under any circumstances, neither the Corporal nor his men must leave the *fire* until such time as it *be totally extinguished*. The reports to head-quarters must be made subsequently.

ARREST.

1. Any person or persons found cutting or removing live or dead timber, grass, charcoal-ashes, stones, gravels, under-forest, cutting or stripping bark or lighting fires in the forest, should be at once arrested and taken to the nearest Police Station with whatever is found in the offender's hands and a specimen of the trees, grass, &c., &c., together with the apparatus of carrying or tying the same.
2. Any *horses, cattle, goats, or buffaloes* found grazing in any Forest Reserve must be at once seized and taken to the nearest Police Pound.
3. In all cases of cutting or removing timber or underforest, or other forest-produce, depasturing or encroachments, the Corporals must at once come on to head-quarters and report the matter either to the Director or to the Overseer of Forests, and in giving evidence before the Magistrate to state exactly and clearly what occurred without adding or altering or concealing anything. If any Forest Corporals or watchmen are found giving false evidence either before any Magistrate or to their superior officers they will be liable to 6 months' imprisonment.

GRATUITIES.

1. It having come to the knowledge of the Director that several of the Forest Watchmen have endeavoured to extort *bribes* from Chinese squatters, Forest Corporals and Watchmen are hereby warned that, as public servants, they are liable to three years' imprisonment for accepting or obtaining any such gratifications.

H. N. RIDLEY,

Director of Gardens and Forests.

فصل فراتوران کرج اورغ قولیس یغدهوتن

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- 1 اداله وقتون مریکئی بکرج ایه هندقله دملای درفد فوکل توجه فاگی سمئی فوکل تیگ ققغ ستیف ۲ هاری ملینکن فد تیف ۲ هاری احد تیدق
- 2 مک کفرال بسرت اورغ ۲ کلوار فرگی بکرج ایت ماهوله سمئی بالیق کتمغه ماسیغ ۲ تیاد بوله لمغو درفد فوکل تیگ ققغ جک تیاد سمئی بالیق قد جم یغترسبوت این ترندقله دماسقن کیوا ۲ اورغیغ دملین تیاد کلوار کرج قد هاری ایه
- 3 اداله فکرجان کفرال دان اورغ ۲ ایت ماهوله مموشت کموکلن سرب جنیس چندوه فوکل ۲ کایو دان سکل ماچم فوهن ۲ یغ رنده ۲ دان سکل ماچم تمبو ۲ هن یغ تغه برپواه اتو تغه برپوها دان سکل بنیه بجی فوکل یغکرس ۲
- 4 سباگیلاگی فکرجان کفرال ایت هندقله ای منولیس ماسقن کدالم ریغوه بول حال فکرجان یغدهوات ستیف ۲ هاری دتولیس قد ماس ای بالیق درفد بکرج ایت
- 5 مک ریغوه ممو ۲ ایت هندقله کفرال جوا ممووات درفد ماسیغ ۲ تمفت فد سممو سکالی بیایه فد تیف ۲ هاری سبت دهنترکن کقد کفلا یغ ممرننه کبون بوغا

فصل اقی

- 1 جک سکیران اد اقی دمان ۲ ترپاکر دالم هوتن سمفان مک واجبله کفرال سرت اورغ ۲ پ سگرا ترکم فرگی تولغ دغن سهاس ۲ دایاپ رداکن اقی ایه
- 2 سکالی ۲ تیاد بوله دلیغهن ملینکن هندق سگرا سیاست چاری بتول ۲ اورغیغ ممبرا ایه جک صح تمفق اورغ ایت هندقله دتغکف ای دان جک داتس شک سهاس هندقله دبری تاهو کفلا یغ ممرننه کبون بوغا ایه سغالی دامبیل وارین دتولیس فرگی تغکف اورغیغ دشکن ایه
- 3 بارغدمان ۲ فون کالواد ترپاکر هندقله کفرال سرت اورغ ۲ ایت فرگی تغکلن تمفت ماسیغ ۲ سمئی هابس فادام اقی ایه کمیدین بهاروله دریغوتکن کقد کفلا ممرننه کبون بوغا

فصل تغکف

- 1 جک بارغسیاف ۲ اتو اورغ ۲ یغاد برجمفا سیاف ۲ قوتغ کایو اتو امبیل اتو اغک کایو هیدوف اتو ماتنی اتو ریغوت اتو ابو ارغ اتو باتو اتو فوکل ۲ یغ کچیل اتو فوتغ اتو امبیل کولیت کایو اتو تاروه اقی دالم هوتن میستی کنا تغکف ایه وقتو جوک دان هنتر فرگی درومه فاسوغ کمفنی ماسق کیس دان اف ۲ بارغ یغ دافت دالم تاغن اورغ ساله ایت دان لاگی امبیل جوک بکس کایو یغ سده کنا قوتغ اتو اف ۲ یغ دی امبیل دری هوتن کمفنی اداپ.
- 2 بارغسیاف ۲ اتو اورغ ۲ ان ملس بری ماکن کودا ۲ پ اتو کربو لمبو کمبیغ دالم هوتن سمفان این تا دافتیاد هندقله دتغکف بناتغ ۲ یغترسبوت باوا ماسقن کدالم فاون رومه فاسوغ یغبرد کاتن.
- 3 جکلو کیس قوتغ اتو کلوارکن کایو ۲ اتو بارغ ۲ دهوتن کمفنی اتو اورغ امبیل تانه کمفنی ایت کفرال اتو لس کفرال یغ جاک ددیستریقن میستی داتغ ایه وقتو جوک دان بری تاو کقد کتوان دان افبیل بچارا دهقان مجستریه میستی بیلغ بتول سکالی یغ اف سده جادی دالم کیس ایت دان جاعن چاکف بوهغ اتو تمبا لبه چاکف اتو کورغن چاکف جکلو کفرال اتو لس کفرال اتو مات ۲ ان جمفا چاکف بوهغ کقد کتوان اتو دهقان مجستریه ننتی کنا انم (6) بولن جیل اداپ.

فصل هدی

- 1 جک سکیران دافت دکتیوی اوله کفلا یغ ممرننه کبون این باگی بارغسیاف ۲ یغبرکرج دهوتن ان فنذا اف ۲ سواف درفد اورغ ۲ چینا یغدم دهوتن ۲ مک باگی یغدمکین دفرایغتن کقد کفرال اتو اورغ ۲ اداله مریک جادی اورغ کمفنی بوله دافت کسلاهن تیگ تاهن جیل دغن سبب اد منریما اف ۲ ممبرین درفد اورغ ۲ یغدم دهوتن ۲

ایچ ریدلی

کفلا ممرننه کبون بوغا

No. _____

Gardens and Forest Department,

STRAITS SETTLEMENTS,

Singapore, 27 September, 1897

Rules for the Guidance of the Garden Constables

Hours of duty

I The Corporal & two Constables shall each in turn serve four hours on duty and rest off duty. The other Constable shall be termed the night watchman & shall come on duty at 5.30 ^{& stay} p.m. in or near the Plant Houses until 6 a.m. Each Constable shall in turn serve one week as night watchman.

Duties

The duties of the Constables are 1st to see that none of the By Laws of the Gardens are broken (these they must thoroughly learn) In the event of any one stealing plants, flowers, or anything in the Gardens, the Constable on duty must firmly & respectfully request them to accompany them ^{him} to the Office. if after Office hours, to the Directors or Asst. Supts. Houses. Should neither the Director nor Asst Supt be at home: the names and addresses must be obtained of the offenders ^{when the offenders may be released} - The Constables are warned against receiving illegal gratification. infringements of this rule will lead to dismissal & probable prosecution.

The Constables are expected to show

Instructions & order.

Rules for the Mandore &
at Govt House Grounds, Singapore.
~~Hebun employed at Government House~~
Gardens and Forest Department,

No. _____

STRAITS SETTLEMENTS,

Singapore, 17th August, 1897

Number of
Hebun.

1. — The number of Hebun sanctioned for
Govt House Grounds is (24) and one
Mandore..

Mandore's
duties

2. — The Mandore's duties are — 1. To be
in general charge of the men — He will call
the roll at 6 a.m. & 1 p.m. & keep a time
book, for recording the men's time. 2. As
soon as the men's names have been called
he will visit each gang of his men
and give them instructions as to the
day's work. He should then go to Govt
House & see that the house work, such as
changing plants in the rooms, arranging
the flowers for table etc. is being properly
carried out: by this time it will be
necessary for him to visit his men
again, giving of course more attention
to whatever part the most important
work is being carried on. For instance
at one time there will be extra work in
the Flower Garden — at another in the
Plant Houses, & nurseries, & he should
make it a rule as far as possible, that
when any extra work is going on, he is

draft

draft as many men as he can conveniently spare from other parts so as to get the work done as quickly as possible. - The above refers to general work day by day. - There are however certain duties which should be done regularly on certain days & which as a rule nothing should be allowed to interfere with. for instance the Lawns should be rolled every Monday, Wednesday & Friday morning the first thing, & they should be mown at least once a week say every Saturday morning. - any occasion on which it has been found impossible to do this should be noted in the Mandors diary & pointed out at the next visit of the Director or Asst. Supt. -

Such work as sweeping & hedge cutting will be left to the discretion of the Mandor. There should however be no occasion, as a rule, for sweeping in the morning. If the sweeping is begun at 1. o'clock, around Govt House there should be ample time to sweep up everything where -

The Mandor is responsible for all tools & stores, which he will keep locked up in the store when not in use. A list of all tools must be kept hung up in the store.

The Mandor has no authority to discharge men, or give them leave of absence. any complaints he may have to make must be made to the Director or Asst Supt. & any man wanting leave must also apply for it at the Gardens Office -

There

There are several offences for which fines are imposed, such as leaving work before the proper time, leaving tools about, & gross carelessness by which injury is done - These offences will be noticed by the mandor & the rule is that for a first offence a man should be warned; for a second offence of a similar kind he should be fined. & for a third he should be discharged - after the first offence he should be reported -

Whilst the mandor is directly under the orders of the Director of Gardens - ~~there~~ are times when he must obey the orders of Gentlemen living on the Domain, reporting anything that involves much labour at the Gardens Office -

The mandor's hours are from 6 am to 11 am & 1 pm to 5 pm & between these hours he must not absent himself without leave -

Any cases of bona fide sickness should be reported as soon as possible.

Director

Wm Pittley
Director

No. _____

Gardens and Forest Department,

STRAITS SETTLEMENTS,

Singapore, 17 Aug, 1897

Rules for Krbuns at Government House.

- 1- The hours of work are from 6 am to 11 am.
+ from 1 pm to 5 pm. ^{no one shall be absent} ~~any man absent~~
~~between those hours, will be reprimanded~~
~~for a first offence. & fined forty five cents~~
~~for a second, & discharged for a third.~~
2. The Head mandore is placed in charge. & the Krbuns must implicitly obey him - if they have any complaint to make, they must make them at the Gardens Office to the Director or Asst Supt.
3. Any carelessness by which injury is done to tools or plants - leaving work before proper time - will be punished by reprimand, fine, ^{25 cents} ~~and~~ ^{or} discharge.

H. N. Ridley

Director

4. No person not employed as a krtun except the wife and children of the krtuns is permitted to live or sleep in the Comy. lines without special permission from the Director.

مکتوب من بانی - مکتوب توکل کبیر و کبیر بر ما

1. مولا یحییٰ در فدا توکل مکتوب کبیر 11 فقره جاریه دان مولا یحییٰ
لا اله الا انت توکل مکتوب کبیر 11 فقره جاریه دان مولا یحییٰ
مکتوب مکتوب کبیر 11 فقره جاریه دان مولا یحییٰ

2. دالم فکر جان ایند واداکر - خودی مکتوب کبیر
دان مکتوب کبیر 11 فقره جاریه دان مولا یحییٰ
مکتوب کبیر 11 فقره جاریه دان مولا یحییٰ
مکتوب کبیر 11 فقره جاریه دان مولا یحییٰ

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4. دان مکتوب کبیر 11 فقره جاریه دان مولا یحییٰ
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مکتوب کبیر 11 فقره جاریه دان مولا یحییٰ

8/10. H. R. Ridley

Director of Gardens.

20th August 1897.